



# Sam Houston State University

*A Member of The Texas State University System*

## OFFICE OF BUSINESS SERVICES

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### Supplemental Letter for FY 2014 Annual HUB Report for Agency Number 753

Sam Houston State University (SHSU) continues in its "Good Faith Effort" to accelerate the University's Historically Underutilized Business (HUB) participation. The University has developed and maintains several initiatives to promote HUB participation.

- **HUB Coordinator** – The University maintains a full-time HUB Coordinator dedicated to work with HUB vendors in marketing their products to our University and University departments in refining the University's good faith HUB participation efforts.
- **Outreach Programs** – The University is committed to purchasing goods and services from certified HUBs and participates in various events and outreach measures throughout the year which generate HUB awareness for the University's departmental needs. The following is a sampling of the initiatives for fiscal year 2014.

**Monthly**, attended monthly construction meetings with Facilities & Planning Staff and construction contractors to discuss ongoing projects that included HUB issues.

**September**, met with The Burgoon Company, a woman owned HUB vendor and WW Grainger for our annual review meeting; we sponsor a mentor/protégé relationship between these two vendors. Several issues were discussed to include ways to augment our HUB spending through new initiatives.

The Comptroller stated that they continue to work on agency rules for the new legislative changes.

**November**, conferred with Summus Industries, an African American HUB vendor that the University recently established a relationship with, to acquire the bulk of our Dell related IT equipment. Several issues were discussed to include improving billing and payment processes.

**December**, prepared and submitted report to Dr. Jaimie Hebert (Provost & VP of Academic Affairs) identifying the percentage of HUB expenditures for the academic colleges for the purpose of identifying areas for HUB participation improvement.

**March**, Sam Houston State University hosted the Annual HUB Show in collaboration with SHSUs Small Business Development Center, Texas Department of Criminal Justice, Walker County and the City of Huntsville. Over 190 attendees met with the fifty seven (57) vendors that participated.

**April**, attended the annual University of Houston (Main Campus) HUB show and had an opportunity to inform HUB vendors and small businesses of opportunities at our University.

**May**, attended the Access 2014 Spot Bid Fair hosted by the Dallas/Fort Worth Minority Supplier Development Council and sponsored by Senator Royce West.

**July**, conferred with Mike Wilson with Netvious, an African American technology HUB vendor and a Sam Houston alumni. Netvious was referred to Mr. Mark Adams in Information Technology.

- **Pre-Bids & Training** – During the first half of the fiscal year twelve (12) pre-bid conferences were held to encourage subcontracting with certified HUB's and explained the procedures in completing the HUB Subcontracting Plan and 192 departmental purchasing staff were trained on HUB University goals.
- **Mentor/Protégé Program** – During fiscal year 2014 our University sponsored the five following mentor/protégé relationships:
  1. Grainger, Inc. and Burgoon Company
  2. J.T. Vaughn Construction and McCaffety Electric Company
  3. NWN Corporation and M&T Consulting, LLC.
  4. Office Depot BSD and PDME/Hurricane Office Supply & Printing
  5. Steelcase and HBI Office Solutions, Inc.

Bob Chapa  
HUB Coordinator

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